

To: Child Care Providers

From: Lourdes Ochoa, Program Manager

Date: April 4, 2008

In August 1996 Congress passed the Personal Responsibility and Work Opportunity Reconciliation Act, which limits eligibility for certain public benefits, including licensing and certification, based on a person's citizenship or immigration status. In addition in 2007 Arizona passed House Bill 2467, which created eligibility requirements for any person applying for a state license or certification.

These laws require the Department of Health Services (DHS) to verify that all applicants for initial, change of ownership or renewal licensure or certification be a United States citizen, a non-citizen national, or a "qualified alien" before issuing either a license or certification. **For Child Care Facilities only, this law also applies to the "designated agent".**

Once verification has been established, no additional verifications will be conducted unless there is a change in licensing/certification, the laws change, your status changes or the documents you submit expire.

Applications for initial, change of ownership or renewal licenses or certifications that are currently in process are also subject to this verification.

Please be advised that when you submit your application for change of ownership or renewal, you must include documentation that satisfactorily demonstrates that you are a United States citizen, a non-citizen national, or a "qualified alien. Please see pages 3 through 6 of the [Arizona Statement of Citizenship and Alien Status For State Licensing or Certification](#) to find the documents DHS will accept as verification.

Copies are accepted and encouraged (please ensure they are legible). If you submit an original document (from the attached list) we cannot guarantee its return to you.